

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 1.1

Subchapter 1. General Provisions.

.1 Authority for Preparedness Functions. E.O. 10997 dated February 16, 1962, (See Exhibit 1) delegates to the Secretary of the Interior authority to develop national emergency plans and preparedness programs for (1) electric power; (2) petroleum and gas; (3) solid fuels; and (4) minerals.

.2 Mobilization Policies. The Departmental national emergency standby personnel policies and procedures are contained in 370 DM Addition to FPM SUPPLEMENT 990-3.

9/29/67 (Release FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, Appendix D.3

.3 Other Forms to Support Recommendation of Appointment. In addition to the forms which require the Secretary's signature, the following completed forms shall be submitted to the personnel office before an appointment is effected.

A. SF-52, Request for Personnel Action, providing information concerning the duties of the assignment, payment of transportation expenses and per diem in lieu of subsistence, and the work week of the employee when appropriate.

B. SF-171, Personal Qualifications Statement of Appointee.

C. SF-85 or SF-86, Security Investigation Data.

D. SF-87, Fingerprint Chart of appointee.

E. Form I-650, Waiver of compensation when appointee is to serve as a WOC employee. (See Exhibit 1 of 370 DM 910.5 for sample of form)

.4 Documents Furnished Appointee. In addition to the designated Civil Service Commission forms and documents issued to all Federal Government appointees, the following shall be provided an employee appointed under the DPA.

A. Departmental Booklet, Part 370 DM 735, Regulations Governing Responsibilities and Conduct of Employees in the Department of the Interior.

B. Form I-651, Memorandum to WOC employee advising of the statutory restrictions against an appointee establishing Departmental policies while serving as a DPA employee. (See Exhibit 2 of 370 DM 910.5 for sample of the form memorandum)

C. Other official documents concerning the employee's appointment and other official information when requested by an appointee for his employer, if the release of such information is appropriate.

Executive Order 10997

ASSIGNING EMERGENCY PREPAREDNESS FUNCTIONS TO THE  
SECRETARY OF THE INTERIOR

By virtue of the authority vested in me as President of the United States, including authority vested in me by Reorganization Plan No. 1 of 1958 (72 Stat. 1799), it is hereby ordered as follows:

Section 1. Scope. The Secretary of the Interior (hereinafter referred to as the Secretary) shall prepare national emergency plans and develop preparedness programs covering (1) electric power; (2) petroleum and gas; (3) solid fuels; and (4) minerals. These plans and programs shall be designed to provide a state of readiness in these resource areas with respect to all conditions of national emergency, including attack upon the United States.

Section 2. Definitions. As used in this order:

(a) The term "electric power" means all forms of electric power and energy, including the generation, transmission, distribution, and utilization thereof.

(b) The term "petroleum" means crude oil and synthetic liquid fuel, their products, and associated hydrocarbons, including pipelines for their movement and facilities specially designed for their storage.

(c) The term "gas" means natural gas (including helium) and manufactured gas, including pipelines for the movement and facilities specially designed for their storage.

(d) The term "solid fuels" means all forms of anthracite, bituminous, subbituminous, and lignitic coals, coke, and coal chemicals produced in the coke making process.

(e) The term "minerals" means all raw materials of mineral origin (except petroleum, gas, solid fuels, and source materials as defined in the Atomic Energy Act of 1954, as amended) obtained by mining and like operations and processed through the stages specified and at the facilities designated in an agreement between the Secretary of the Interior and the Secretary of Commerce as being within the emergency preparedness responsibilities of the Secretary of the Interior.

Section 3. Resource Functions. With respect to the resources defined above, the Secretary shall:

(a) Priorities and allocations. Develop systems for the emergency application of priorities and allocations to the production and distribution of assigned resources.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910. Appendix D. 1

Appendix D. Recruitment and Appointment Procedures and Requirements in Obtaining Personnel to Staff Positions Under Authority of Subsections 710(b) and 710(c) of the Defense Production Act, as Amended.

.1 Recruitment. The head of a bureau or an office recruiting for personnel to carry out the functions of the DPA shall contact the person whose services are desired, and his employer when appropriate, outlining in detail the conditions of employment, the duties and responsibilities of the DPA function the candidate will be expected to assume, and inquiring as to the availability of his services. The prospective appointee shall be informed that the following regulatory requirements are applicable to a person who accepts employment.

A. Authority to Appoint. The Secretary only, is authorized to appoint personnel to perform DPA functions in the Department. The contact and discussion of employment by Department officials other than the Secretary may not be considered a commitment to employ. The effective date of an appointment may not be set and the payment of travel or per diem expenses of a candidate may not be authorized prior to the Secretary's certification to the appointment of a candidate.

B. Security Clearance. A prospective appointee is subject to a preemployment security clearance.

C. Political Activity. An appointee is restricted by the provisions of the Hatch Act from participating in political activity during periods of active duty status as a DPA employee. This is applicable to the entire 24 hours of any day of active employment.

D. Conflict of Interest. Personnel appointed under the authority of the DPA are subject to the conflict of interest statutes which govern ethical and other conduct and responsibilities of Federal Government employees. Defense Production Act employees are required to report personal employment and financial interests to the Department. Under the provisions of the Act it is required that the employment and financial holdings of an employee be published in the Federal Register when appointed to serve on a without compensation basis.

E. Waiver of Compensation. Personnel appointed as WOC employees are required to sign a waiver of any claim for compensation against the Government for services performed.

F. Appointment Affidavit. An appointee is required to execute an oath of office, SF-61, Appointment Affidavit, in which he swears to, or affirms, that he meets certain standards over and above the requirement that he is capable of performing the duties of the position.

Section 4. Cooperation with Department of Defense. In consonance with national civil defense plans, programs and operations of the Department of Defense, under Executive Order No. 10952, the Secretary shall:

(a) Facilities protection. Provide industry protection guidance material adapted to needs of industries concerned with assigned products, and promote a national program to stimulate disaster preparedness and control in order to minimize the effects of overt or covert attack and maintain continuity of production and capacity to serve essential users in an emergency. Guidance shall include but not be limited to: organizing and training facility personnel, personnel shelters, evacuation plans, records protection, continuity of management, emergency repair, deconcentration or dispersal of facilities, and mutual aid associations for emergency.

(b) Chemical, biological and radiological warfare. Provide for the detection, identification, monitoring and reporting of chemical, biological and radiological agents at selected facilities operated or controlled by the Department of the Interior.

(c) Damage assessment. Maintain a capability to assess the effects of attack on assigned products, producing facilities, and departmental installations both at national and field levels, and provide data to the Department of Defense.

Section 5. Research. Within the framework of Federal research objectives, the Secretary shall supervise or conduct research directly concerned with carrying out emergency preparedness responsibilities, designate representatives for necessary ad hoc or task force groups, and provide advice and assistance to other agencies in planning for research in areas involving the Department's interest.

Section 6. Functional Guidance. The Secretary, in carrying out the functions assigned in this order, shall be guided by the following:

(a) Interagency cooperation. The Secretary shall assume the initiative in developing joint plans for the coordination of emergency fuel, energy, and assigned mineral programs of those departments and agencies which have the responsibility for any segment of such activities. He shall utilize to the maximum those capabilities of other agencies qualified to perform or assist in the performance of assigned functions by contractual or other agreements.

(b) Presidential coordination. The Director of the Office of Emergency Planning shall advise and assist the President in determining policy for, and assist him in coordinating the performance of functions under this order with the total national preparedness program.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, Appendix C

Appendix C. Checklist for Agency Mobilization  
Planning in the Personnel Field

.1 Manpower Planning. The Department's requirements relative to mobilization planning in the personnel field are contained in 370 DM Supplement 990-3. The Commission Checklist for Agency Mobilization Planning in the Personnel Field may be utilized for evaluating progress in the development of emergency operations readiness.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

**Department of the Interior**  
**DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 2.1

Subchapter 2. National Emergency Standby Recruitment.

.1 Obtaining Employee's and Present Employer's Concurrence. Letters explaining the Executive Reserve Program and inquiring as to the employee's availability for such service shall be sent by the bureau or office to the individual and his employer prior to the designation of such individuals as members of the National Defense Executive Reserve of the Department.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

**Department of the Interior  
DEPARTMENTAL MANUAL**

**Personnel**

**Part 370 - DM Addition to FPM**

**Chapter 910 Mobilization Readiness**

**370 DM 910, Appendix A**

**Appendix A. Procedures for Reporting Executive Reserve Contacts,  
Designations and Terminations.**

.1 Submission of Reports to Commission. The Civil Service Commission Central Office, Washington, D. C., 20415, shall be advised as to all Executive Reserve contacts, designations and terminations by the Personnel Officer, Division of Personnel Services, Office of Management Operations. CSC Form 518, National Defense Executive Reserve Personnel Report, shall be used for this purpose.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)



**Department of the Interior  
DEPARTMENTAL MANUAL**

**Personnel**

**Part 370 - DM Addition to FPM**

**Chapter 910 Mobilization Readiness**

**370 DM 910, 3.1**

**Subchapter 3. The National Defense Executive Reserve.**

**.1 The Department's Executive Reserve Unit.** In accordance with the provisions of E.O. No. 11179 (See FPM Suppl. 990-1, Book II), Office of Emergency Planning Defense Mobilization Order 9700.1, and Section 710 (e) of the Defense Production Act of 1950, as amended, a National Defense Executive Reserve of the Department has been established.

**.2 Responsibilities of the Office of the Assistant Secretary for Administration**

**A.** The Assistant Secretary for Administration is responsible for overall direction and coordination of the Interior Executive Reserve program.

**B.** The Assistant Secretary for Administration, or his designated representative, shall serve as the Interior representative on the Interagency Committee on the National Defense Executive Reserve and represents the Department on Reserve problems with other Government agencies, such as the Civil Service Commission, Bureau of the Budget, etc.

**.3 Responsibilities of Bureaus and Offices.**

**A.** The bureaus and offices of the Department for which Executive Reserve units may be created are those which have been assigned functions relating to defense mobilization planning and civil defense emergency operations. These bureaus and offices may establish separate units of the Interior Executive Reserve and may nominate candidates for designation by the Secretary to the Interior Executive Reserve. Candidates so nominated must be limited to those executives for whom, in accordance with OEP Defense Mobilization Order No. 9700.1, there is a demonstrable need in essential mobilization functions.

**B.** Each bureau or office of the Department shall, subject to the overall direction of the Assistant Secretary for Administration, be responsible for:

(1) Determining the number of Executive Reservists needed to meet its mobilization requirements.

(2) Selecting, recruiting, and training its Reservists.

(3) General direction and supervision of its unit of the Interior Executive Reserve.

(4) Avoidance of excessive demands on a single employer for personnel to serve as members of the Interior Executive Reserve.

I-657  
(May 1956)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of the Secretary

MEMORANDUM FOR THE FILES

Subject: Certification of Appointment on a Without Compensation Basis  
under Section 710(b) of the Defense Production Act of 1950,  
as amended, and Sec. 301(a) of Executive Order 10647

<u>Name</u>	<u>Title of Position</u>	<u>Area</u>	<u>Position in Private Industry</u>
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Certification is hereby made that:

1. The appointment is necessary and appropriate to carry out the provisions of the Defense Production Act;
2. The duties of the position to which the appointment is being made require outstanding experience and ability;
3. The appointee has the outstanding experience and ability required by the position;
4. I have been unable to obtain a person with the qualifications necessary for the position on a full-time basis at Government salary.

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Secretary of the Interior

**Department of the Interior  
DEPARTMENTAL MANUAL**

**Personnel**

**Part 370 - DM Addition to FPM**

**Chapter 910 Mobilization Readiness**

**370 DM 910, 3.4**

D. Executive Reservists shall be designated as members of the Interior Executive Reserve Unit for a period not to exceed three (3) years. Members may be redesignated for additional periods upon the approval of the Office of Emergency Planning.

E. State and local officials having emergency responsibilities because of their position shall not be considered for membership.

F. Persons with overriding military obligations shall not be eligible for designation as members of the Interior Executive Reserve.

G. Persons serving as members of a National Defense Executive Reserve in any other Government agency are not eligible for designation as members of the Interior Executive Reserve.

.5 Security Clearance. A person shall not be nominated for designation as a member of the Interior Executive Reserve until an appropriate security clearance has been obtained.

.6 Forms to be Completed by Nominees. Each non-Federal employee nominated and willing to serve as a member of the Interior Executive Reserve shall execute the following:

A. Statement of Understanding. Each candidate shall submit to the bureau or office to which he will be assigned a statement of understanding (see Illustration No. 1), expressing:

(1) His willingness to attend scheduled training meetings, including the testing of mobilization plans and programs;

(2) His immediate availability for assignment in the event of a national emergency, barring unforeseen and overriding reasons to the contrary;

(3) The concurrence of his employer, or in the case of a Government employee, of a responsible official of his agency;

(4) His intent to notify the bureau or office when his employment or personal status changes so as to make unlikely his availability for full-time service in the event of national emergency; and

(5) His understanding that the designation is for a period of three years; that redesignation for continued membership will be required at the expiration of each three year period; and that such redesignation will be subject to his consent and that of his employer.

I-656 (Revised)

## Memorandum For The Files

Subject: Certification of appointment on part-time or intermittent basis on a Without Compensation Basis under Section 710(b) of the Defense Production Act of 1950, as amended, and Sec. 301(a) of Executive Order 10647.

<u>Name</u>	<u>Title of Position</u>	<u>Area</u>	<u>Position in Private Industry</u>
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Certification is hereby made that:

1. The appointment is necessary and appropriate to carry out the provisions of the Defense Production Act;
2. The duties of the position to which the appointment is being made require outstanding experience and ability;
3. The appointee has the outstanding experience and ability required by the position;
4. The duties of this position do not require the services of a person on a full time salaried basis.

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Secretary of the Interior

7/19/71 (Release No. FPM 141)  
Replaces (379 DM 6)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910. 3.7B (Cont.)

(b) Copy of the Statement of Understanding, signed by the designee;

(c) CSC Form 518 with Part I, completed for the signature of the Personnel Officer.

(4) The Personnel Officer, Office of Management Operations, forwards the completed CSC Form 518 to the Central Office of the Commission.

.8 Change in Status.

A. A member of the Interior Executive Reserve will no longer be eligible to serve when his employment or personal status changes in a manner that makes it unlikely that he would be available for full-time Government service in event of national emergency.

B. Changes occurring in an Executive Reservist's status, such as changes in employment or address, withdrawal or termination, shall be reported on the appropriate section of CSC 518 and submitted to the Personnel Officer, Division of Personnel Services, Office of Management Operations. A change of employment to a different company, agency, etc., shall require execution of another Statement of Understanding.

.9 Identification. At the time of designation, Reservists shall be issued an official identification card (SF 138, Rev. 6/62, CD Reg. 231) by the designating bureau or office.

.10 Transfer. A Reservist may be transferred from one Executive Reserve Unit to another if the agencies concerned have jointly determined that such action is in the best interests of the Federal Government and if the individual Reservist concurs in the transfer. The transferring agency shall notify the Commission of the action on CSC Form 518.

.11 Redesignation. Executive Reservists whose terms expire may be redesignated for additional periods. The following procedures shall be observed.

A. Obtain approval of the redesignation from the Director of OEP on Form OEP 127, Request for Approval of Candidate for Designation. (In cases involving large numbers, other procedures may be negotiated with OEP.) Form OEP 127 may be obtained from the Division of Personnel, Office of Management Operations.

B. The designation procedures outlined in 370 DM 910, 3.6A and 3.7B should be observed.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

I-655  
(May 1956)

DEPARTMENT OF THE INTERIOR  
Office of the Secretary  
Washington, D. C.

Office of the Federal Register  
Washington, D. C. 20408

Gentlemen:

Pursuant to section 302(a) of Executive Order 10647, the following information on a WOC appointee in the Department of the Interior is furnished for publication in the Federal Register:

NAME OF APPOINTEE:

NAME OF EMPLOYING AGENCY:

THE TITLE OF THE APPOINTEE'S POSITION:

THE NAME OF THE APPOINTEE'S PRIVATE EMPLOYER OR EMPLOYERS:

The statement of "financial interests" for the above appointee is enclosed.

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Secretary of the Interior

Enclosure

7/19/71 (Release No. FPM 141)  
Replaces (379 DM 6)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 3.12 (Cont.)

Government employees for the purposes of the conflict of interest statutes. If a person designated as an Executive Reservist is to act in any other capacity within the Department, he shall be appointed under appropriate authority. The degree to which the conflict of interest statutes will apply to such an employee will depend upon whether he is a Special Government employee or a regular Government employee as defined in 76 Stat. 1119.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

Form DI-213  
-66  
Rev. 1

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**CONFIDENTIAL STATEMENT OF EMPLOYMENT AND FINANCIAL INTERESTS**  
(FOR USE BY SPECIAL GOVERNMENT EMPLOYEES)

**PART I - TO BE COMPLETED BY AGENCY**

1. Name (last, first, initial)	2. Birth Date (month, day, year)	
3. Bureau and Office Organizational Segment	4. PERIOD OF APPOINTMENT (this Agency)	
	FROM	TO

**PART II - TO BE COMPLETED BY APPOINTEE**

1. a. Number of days already worked during a consecutive 365-day period
- (1) with this Department . . . . .
- (2) with other Federal agencies . . . . .
- b. Estimated remaining number of days expected to work during the consecutive 365-day period
- (1) with this Department . . . . .
- (2) with other Federal agencies . . . . .
- c. TOTAL . . . . .

2. FEDERAL GOVERNMENT EMPLOYMENT - List all other Federal agencies in which you are presently employed. (If none, write "none.")

AGENCY AND LOCATION	TITLE OR KIND OF POSITION	APPOINTMENT PERIOD	
		FROM	TO

3. NON-FEDERAL EMPLOYMENT - Name all corporations, companies, firms, State or local Government organizations, research organizations, and educational or other institutions in which you are serving as employee, officer, member, owner, trustee, director, expert, adviser, or consultant, with or without compensation. (If none, write "none.")

NAME AND KIND OF ORGANIZATION (e.g., manufacturing, research, insurance)	LOCATION (City, State)	TITLE OR KIND OF POSITION

4. FINANCIAL INTERESTS - List the names of all corporations, companies, firms, or other business enterprises, partnerships, nonprofit organizations, and educational, or other institutions in which you have any financial interest through the ownership of stock, stock options, bonds, securities, or other arrangements including trusts. (If none, write "none.")
- Information to be listed does not require a showing of amount of financial interest or value of real property. Interest, if any, of a spouse, minor child, or other member of your immediate household shall be reported in this statement as your interest. Member of your immediate household includes only those blood relations who are full-time residents of your household.

ORGANIZATION		NATURE OF INTEREST AND IN WHOSE NAME HELD
NAME	KIND (manufacturing, storage, public utilities, etc.)	

If additional space is required, use reverse side

CERTIFY that the statements I have made are true, complete, and correct to the best of my knowledge and belief. I UNDERTAKE that if, during the period of my appointment, I undertake a new employment, I must promptly file an amended statement, and must also report any new financial interests acquired during this period.

(Date)

7/19/71 (Release No. FPM 141)  
Replaces (379 DM 6)

(Signature)



UNITED STATES  
DEPARTMENT OF THE INTERIOR

PETROLEUM AND GAS UNIT  
OF THE  
NATIONAL DEFENSE EXECUTIVE RESERVE

Statement of Understanding

As a member of the Department of the Interior's Petroleum and Gas Unit of the National Defense Executive Reserve designated pursuant to the provisions of Section 710(e) of the Defense Production Act of 1950, as amended and Executive Order 11179 of September 22, 1964

1 I will participate in the prescribed course of training, which may include readiness exercises. I understand that I will be expected to devote about ten days annually to such participation on request of the Director of the Office of Oil and Gas, Department of the Interior

2 In event of a national emergency, I shall be available immediately for full-time employment in the Emergency Petroleum and Gas Administration of the Department of the Interior which will be responsible for petroleum and gas mobilization, subject only to unforeseen and overriding reasons to prevent such employment

3 I shall notify immediately the Director of the Office of Oil and Gas, Department of the Interior, Washington, D C 20240 of any changes in my employment or personal status making it improbable that I would be available for full-time Government service in event of a national emergency. I will also keep the Director, Office of Oil and Gas, informed of changes such as change in title, position, business address, home address

4 I understand that my service as a Member of the Petroleum and Gas Executive Reserve Unit is without compensation, and I agree to make no claim against the Government for compensation on account of services performed as an Executive Reservist in the Department of the Interior's Petroleum and Gas Unit of the National Defense Executive Reserve

5 I understand that this designation as a member of the National Defense Executive Reserve is for a period of three years; that redesignation for continued membership will be required at the expiration of each three-year term; and that such redesignation will be subject to my consent and that of my employer

My employer concurs in the commitments made herein, and signifies his approval by affixing his signature, title and affiliation to this statement of understanding

Employer \_\_\_\_\_ Executive Reservist \_\_\_\_\_  
(Signed) (Signed)

Title \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

I-851  
(Mar. 1959)

DEPARTMENT OF THE INTERIOR  
Office of the Secretary

\_\_\_\_\_  
(Name)

STATEMENT OF CHANGES IN FINANCIAL INTERESTS

In accordance with the requirements of section 710 (b) (6) of the Defense Production Act of 1950, as amended, and Executive Order 10647 of November 28, 1955, the following changes have taken place in my financial interests during the past six months:

(1)

(2)

(3)

(4)

This statement is made as of \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of the Secretary  
Washington, D.C. 20240

Director, Career Placement Program  
U. S. Civil Service Commission  
1900 E Street, N. W.  
Washington, D.C. 20415

Dear Sir:

The Office of Oil and Gas proposes to designate the individual or individuals on the attached list as member(s) of the Petroleum and Gas Unit of the National Defense Executive Reserve.

Will you please advise us whether the Central Roster on Executive - Reservists indicates whether or not this individual(s) has been previously designated or is being considered by any other government agency.

Chief, Division of Personnel

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

## I-652 Attachment

INSTRUCTIONS

This statement is to be filed within thirty days from date of appointment. An additional statement is to be filed at end of each succeeding six-month period from the date of appointment showing any changes in such interests during such period.

- (1) The term "own" or "has owned" refers to any legal or equitable, vested or contingent, interest, however held. The names of corporations, partnerships, or other businesses in which a legal interest is owned by the appointee in a fiduciary capacity shall be listed only when any beneficiary is the spouse, parent, child, brother, or sister of the appointee. The names of corporations, partnerships, or other businesses in which an equitable interest is owned by the appointee shall be listed only when the appointee controls, or participates in the control of, the legal interest. However, the name and nature of the legal interest shall be specified when the appointee owning an equitable interest does not control, or participate in the control of the legal interest.
- (2) The term "other financial interests" includes any direct or indirect interests in the pecuniary profits or contracts of corporations, partnerships, or other businesses, including salaries, commissions, bonuses, options, retirement benefits, severance pay, or like interests, but excludes insurance policies of insurance companies in which the sole interest of the appointee is that policy.
- (3) At the end of each succeeding six-month period following the date of his appointment, the appointee shall file with the Federal Register for publication a statement showing any changes in such interests during such period. This may be accomplished by a separate letter or as an amendment to this form. In any event, the Federal Register Office must be formally notified if the appointee's interests have remained the same or of any change which has occurred.
- (4) This statement is to be completed by the appointee and forwarded through the head of the bureau or office to the Office of Personnel Management, Office of the Secretary, for submission to the Federal Register Office for publication in the Federal Register.

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 4.1

Subchapter 4. Nationwide Post-Attack Registration.

.1 Essential Employees Including Executive Reservists. Employees designated to perform essential continuing functions and Interior Executive Reservists will be expected, unless emergency conditions prevent or they are directed otherwise by responsible officials, to report to their assigned locations and duties as soon as possible after an emergency.

.2 Employees Without Special Assignments. Employees who do not have special assignments will be expected in an emergency, unless emergency conditions prevent, to continue to report for duty to their regular place of work, or its relocation point.

.3 Any Employee Prevented From Reporting. All employees with or without emergency assignments who are prevented from going to their regular place of work or prevented from reporting to an emergency location will report to the nearest post office, fill out Emergency Registration Card and file it with the Postmaster. The Postmaster will then forward it to the Commission. When the Commission receives the registration card, the Department will be notified. In the meantime, the employee should offer his services to the nearest civil defense or government installation for any type of work he can perform. Whatever the case, he will be carried on the rolls of the Department until otherwise notified. In such cases, the employee should make every attempt to contact a Department installation and notify it that he is available for duty.

.4 Assignment of Employees Without Emergency Assignments. Employees reporting to Department offices who do not have emergency assignments, may be assigned to any organization of the Department. This group of employees will provide the best source of recruitment for immediate staffing of essential operations following an attack. If such employees report to a Department installation, they should be kept working and on the payroll pending their reassignment to emergency duties and should be utilized to assist wherever possible in meeting immediate organizational and local civil defense emergency needs.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

I-652

UNITED STATES  
DEPARTMENT OF THE INTERIOR

APPOINTEE'S STATEMENT OF FINANCIAL INTERESTS  
(See Instructions on Reverse of Page 2)

In accordance with the requirements of section 302(b) of Executive Order 10647, I am filing the following statement for publication in the Federal Register:

(1) Names of any corporations of which I am, or had been within 60 days preceding my appointment, on \_\_\_\_\_,  
(date)

as \_\_\_\_\_,  
(title) (organization)

as officer or director:

(2) Names of any corporations in which I own, or did own within 60 days preceding my appointment, any stocks, bonds, or other financial interests:

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910,5.1

Subchapter 5. Appointment of Personnel Under Subsections 710(b) and 710(c) of the Defense Production Act of 1950, as Amended.

.1 Definitions.

A. WOC Employee. As used in this chapter the title denotes a person of outstanding experience and ability in any one of the fields of petroleum, gas, minerals, solid fuels and electric power, employed to serve on a without compensation basis under the authority of subsection 710(b) of the Defense Production Act of 1950, as amended.

B. DPA. The abbreviation of the title of the Defense Production Act of 1950, as amended, used in this chapter when referring to that Act.

.2 Authority to Appoint Personnel. Under subsections 710(b) and 710(c) of the Defense Production Act of 1950, as amended, (50 U.S.C. app., section 2160) the President is authorized to employ persons to serve without compensation and to employ experts and consultants as authorized by 5 U.S.C. 3109, at rates not in excess of \$50 a day to carry out the functions of the Act. The President issued E. O. 10647 on November 28, 1955, delegating this authority, subject to certain restrictions, to the heads of departments and agencies to whom functions are assigned under the DPA. The Department is delegated responsibilities with respect to the priorities and allocations of petroleum, gas, solid fuels, electric power and minerals for the national defense and national security. The Secretary is authorized to appoint personnel to carry out the functions conferred upon the Department. He may not redelegate this authority. It is required that the Secretary be guided by the following policies when exercising the authority delegated by E. O. 10647. (See FPM Supplement 990-1, Book II for E. O. 10647)

A. Full-time, salaried employees of the Department shall, to the greatest extent possible, carry out the responsibilities of the DPA functions in the Department. So far as possible the employment of personnel under this authority shall be for positions of an advisory or consultative nature.

B. Appointments will be made under this authority only when the requirements of the position are such that the incumbent must personally possess outstanding experience and ability not obtainable on a full-time, salaried basis.

I-651

Sample Memorandum

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
(Bureau)

Memorandum

To: Name of WOC

From: (Head of bureau or office to which Defense Production Act functions have been assigned)

Subject: Restrictions on policy decisions

As a WOC employee of the Government under authority of subsection 710(b) of the Defense Production Act of 1950, as amended, your activities are limited by the following subsection of that Act:

"(3) Appointees under this subsection (b) shall, when policy matters are involved, be limited to advising appropriate full-time salaried Government officials who are responsible for making policy decisions."

Consonant with the statutory limitation you will refer the making of policy decisions to me or the (title of official to whom policy decisions are to be referred) when, in the discharge of your official duties, such decision becomes necessary. You are, of course, free to recommend policy or to participate in the development of recommendations with respect to policy matters and you are free to make decisions in the area of your duties and responsibilities which conform to established policy.



**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

**Chapter 910 Mobilization Readiness**

370 DM 910, 5.7

**.7 Financial Interests Statement to be Filed with the Office of the Federal Register.** The regulations governing Federal Employee Responsibility and Conduct, 43 CFR, Part 20, as contained in FPM 735 and 370 DM 735, are applicable to persons appointed under subsections 710(b) and 710(c) of the DPA. The statements of employment and financial interests of WOC employees appointed under subsection 710(b) of the DPA, shall be submitted to the Office of the Federal Register within 30 days from the date of appointment. At the end of each succeeding six-month period thereafter, a statement shall be obtained from the appointees showing any changes in such interests during the period. These statements shall be submitted to the Office of the Federal Register for publication. (See Exhibits 3, 4, and 5 for samples of forms to be used in reporting employment and financial interests.)

**.8 Political Activity Restriction.** The Hatch Political Activities and Civil Service Rule IV restrictions contained in FPM 733 and FPM Supplement 990-1, Book III, are applicable to persons appointed under the authority of subsections 710(b) and 710(c) of the DPA.

**.9 Pre-Employment Security Clearance.** Personnel selected for appointment as WOC employees are subject to pre-employment security clearance in accordance with the Commission's prescribed procedures contained in FPM 732 and FPM 736.

**.10 Change of Duties.** A WOC employee shall perform only the duties of the position to which appointed. When a major change occurs in the duties of an employee, such as changing from advisory duties to those of an operating nature, a new statement of duties shall be prepared and the employee shall receive a conversion of appointment to the new duties. When this occurs a new Certification of Appointment, Form I-656 or I-657, whichever is applicable, shall be prepared and submitted to the Secretary for signature. The employee's statement of financial interests, previously filed with the Office of the Federal Register shall be brought up-to-date when the new appointment is made effective.

**.11 Resignation or Separation.**

A. The head of a bureau or an office assigned the responsibilities of the functions of the DPA shall submit to the Secretary a recommendation for separation when a WOC employee resigns or when it is determined that there is no further need for an employee's services. The procedure used in obtaining Secretarial certification of an appointment shall be followed in submitting a recommendation for separation.

I-650  
(May 1956)

WAIVER

Date \_\_\_\_\_

I understand that my appointment under subsection (b) of  
Section 710 of the Defense Production Act of 1950 and section 101(a)  
of Executive Order 10647 as \_\_\_\_\_  
is without compensation and I agree to make no claim against the  
Government for compensation on account of services performed under  
this appointment.

\_\_\_\_\_

I-650  
(May 1956)

WAIVER

Date \_\_\_\_\_

I understand that my appointment under subsection (b) of  
Section 710 of the Defense Production Act of 1950 and section 101(a)  
of Executive Order 10647 as \_\_\_\_\_  
is without compensation and I agree to make no claim against the  
Government for compensation on account of services performed under  
this appointment.

\_\_\_\_\_

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 5.7

.7 Financial Interests Statement to be Filed with the Office of the Federal Register. The regulations governing Federal Employee Responsibility and Conduct, 43 CFR, Part 20, as contained in FPM 735 and 370 DM 735, are applicable to persons appointed under subsections 710(b) and 710(c) of the DPA. The statements of employment and financial interests of WOC employees appointed under subsection 710(b) of the DPA, shall be submitted to the Office of the Federal Register within 30 days from the date of appointment. At the end of each succeeding six-month period thereafter, a statement shall be obtained from the appointees showing any changes in such interests during the period. These statements shall be submitted to the Office of the Federal Register for publication. (See Exhibits 3, 4, and 5 for samples of forms to be used in reporting employment and financial interests.)

.8 Political Activity Restriction. The Hatch Political Activities and Civil Service Rule IV restrictions contained in FPM 733 and FPM Supplement 990-1, Book III, are applicable to persons appointed under the authority of subsections 710(b) and 710(c) of the DPA.

.9 Pre-Employment Security Clearance. Personnel selected for appointment as WOC employees are subject to pre-employment security clearance in accordance with the Commission's prescribed procedures contained in FPM 732 and FPM 736.

.10 Change of Duties. A WOC employee shall perform only the duties of the position to which appointed. When a major change occurs in the duties of an employee, such as changing from advisory duties to those of an operating nature, a new statement of duties shall be prepared and the employee shall receive a conversion of appointment to the new duties. When this occurs a new Certification of Appointment, Form I-656 or I-657, whichever is applicable, shall be prepared and submitted to the Secretary for signature. The employee's statement of financial interests, previously filed with the Office of the Federal Register shall be brought up-to-date when the new appointment is made effective.

.11 Resignation or Separation.

A. The head of a bureau or an office assigned the responsibilities of the functions of the DPA shall submit to the Secretary a recommendation for separation when a WOC employee resigns or when it is determined that there is no further need for an employee's services. The procedure used in obtaining Secretarial certification of an appointment shall be followed in submitting a recommendation for separation.

I-651

Sample Memorandum

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
(Bureau)

Memorandum

To: Name of WOC

From: (Head of bureau or office to which Defense Production Act functions have been assigned)

Subject: Restrictions on policy decisions

As a WOC employee of the Government under authority of subsection 710(b) of the Defense Production Act of 1950, as amended, your activities are limited by the following subsection of that Act:

"(3) Appointees under this subsection (b) shall, when policy matters are involved, be limited to advising appropriate full-time salaried Government officials who are responsible for making policy decisions."

Consonant with the statutory limitation you will refer the making of policy decisions to me or the (title of official to whom policy decisions are to be referred) when, in the discharge of your official duties, such decision becomes necessary. You are, of course, free to recommend policy or to participate in the development of recommendations with respect to policy matters and you are free to make decisions in the area of your duties and responsibilities which conform to established policy.

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910,5.1

Subchapter 5. Appointment of Personnel Under Subsections 710(b) and 710(c) of the Defense Production Act of 1950, as Amended.

.1 Definitions.

A. WOC Employee. As used in this chapter the title denotes a person of outstanding experience and ability in any one of the fields of petroleum, gas, minerals, solid fuels and electric power, employed to serve on a without compensation basis under the authority of subsection 710(b) of the Defense Production Act of 1950, as amended.

B. DPA. The abbreviation of the title of the Defense Production Act of 1950, as amended, used in this chapter when referring to that Act.

.2 Authority to Appoint Personnel. Under subsections 710(b) and 710(c) of the Defense Production Act of 1950, as amended, (50 U.S.C. app., section 2160) the President is authorized to employ persons to serve without compensation and to employ experts and consultants as authorized by 5 U.S.C. 3109, at rates not in excess of \$50 a day to carry out the functions of the Act. The President issued E. O. 10647 on November 28, 1955, delegating this authority, subject to certain restrictions, to the heads of departments and agencies to whom functions are assigned under the DPA. The Department is delegated responsibilities with respect to the priorities and allocations of petroleum, gas, solid fuels, electric power and minerals for the national defense and national security. The Secretary is authorized to appoint personnel to carry out the functions conferred upon the Department. He may not redelegate this authority. It is required that the Secretary be guided by the following policies when exercising the authority delegated by E. O. 10647. (See FPM Supplement 990-1, Book II for E. O. 10647)

A. Full-time, salaried employees of the Department shall, to the greatest extent possible, carry out the responsibilities of the DPA functions in the Department. So far as possible the employment of personnel under this authority shall be for positions of an advisory or consultative nature.

B. Appointments will be made under this authority only when the requirements of the position are such that the incumbent must personally possess outstanding experience and ability not obtainable on a full-time, salaried basis.

I-652

UNITED STATES  
DEPARTMENT OF THE INTERIOR

APPOINTEE'S STATEMENT OF FINANCIAL INTERESTS  
(See Instructions on Reverse of Page 2)

In accordance with the requirements of section 302(b) of Executive Order 10647, I am filing the following statement for publication in the Federal Register:

(1) Names of any corporations of which I am, or had been within 60 days preceding my appointment, on \_\_\_\_\_,  
(date)

as \_\_\_\_\_, \_\_\_\_\_,  
(title) (organization)

as officer or director:

(2) Names of any corporations in which I own, or did own within 60 days preceding my appointment, any stocks, bonds, or other financial interests:

# Department of the Interior DEPARTMENTAL MANUAL

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 4.1

## Subchapter 4. Nationwide Post-Attack Registration.

.1 Essential Employees Including Executive Reservists. Employees designated to perform essential continuing functions and Interior Executive Reservists will be expected, unless emergency conditions prevent or they are directed otherwise by responsible officials, to report to their assigned locations and duties as soon as possible after an emergency.

.2 Employees Without Special Assignments. Employees who do not have special assignments will be expected in an emergency, unless emergency conditions prevent, to continue to report for duty to their regular place of work, or its relocation point.

.3 Any Employee Prevented From Reporting. All employees with or without emergency assignments who are prevented from going to their regular place of work or prevented from reporting to an emergency location will report to the nearest post office, fill out Emergency Registration Card and file it with the Postmaster. The Postmaster will then forward it to the Commission. When the Commission receives the registration card, the Department will be notified. In the meantime, the employee should offer his services to the nearest civil defense or government installation for any type of work he can perform. Whatever the case, he will be carried on the rolls of the Department until otherwise notified. In such cases, the employee should make every attempt to contact a Department installation and notify it that he is available for duty.

.4 Assignment of Employees Without Emergency Assignments. Employees reporting to Department offices who do not have emergency assignments, may be assigned to any organization of the Department. This group of employees will provide the best source of recruitment for immediate staffing of essential operations following an attack. If such employees report to a Department installation, they should be kept working and on the payroll pending their reassignment to emergency duties and should be utilized to assist wherever possible in meeting immediate organizational and local civil defense emergency needs.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)



## I-652 Attachment

INSTRUCTIONS

This statement is to be filed within thirty days from date of appointment. An additional statement is to be filed at end of each succeeding six-month period from the date of appointment showing any changes in such interests during such period.

- (1) The term "own" or "has owned" refers to any legal or equitable, vested or contingent, interest, however held. The names of corporations, partnerships, or other businesses in which a legal interest is owned by the appointee in a fiduciary capacity shall be listed only when any beneficiary is the spouse, parent, child, brother, or sister of the appointee. The names of corporations, partnerships, or other businesses in which an equitable interest is owned by the appointee shall be listed only when the appointee controls, or participates in the control of, the legal interest. However, the name and nature of the legal interest shall be specified when the appointee owning an equitable interest does not control, or participate in the control of the legal interest.
- (2) The term "other financial interests" includes any direct or indirect interests in the pecuniary profits or contracts of corporations, partnerships, or other businesses, including salaries, commissions, bonuses, options, retirement benefits, severance pay, or like interests, but excludes insurance policies of insurance companies in which the sole interest of the appointee is that policy.
- (3) At the end of each succeeding six-month period following the date of his appointment, the appointee shall file with the Federal Register for publication a statement showing any changes in such interests during such period. This may be accomplished by a separate letter or as an amendment to this form. In any event, the Federal Register Office must be formally notified if the appointee's interests have remained the same or of any change which has occurred.
- (4) This statement is to be completed by the appointee and forwarded through the head of the bureau or office to the Office of Personnel Management, Office of the Secretary, for submission to the Federal Register Office for publication in the Federal Register.

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of the Secretary  
Washington, D.C. 20240

Director, Career Placement Program  
U. S. Civil Service Commission  
1900 E Street, N. W.  
Washington, D.C. 20415

Dear Sir:

The Office of Oil and Gas proposes to designate the individual or individuals on the attached list as member(s) of the Petroleum and Gas Unit of the National Defense Executive Reserve.

Will you please advise us whether the Central Roster on Executive - Reservists indicates whether or not this individual(s) has been previously designated or is being considered by any other government agency.

Chief, Division of Personnel

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

I-851  
(Mar. 1959)

DEPARTMENT OF THE INTERIOR

Office of the Secretary

\_\_\_\_\_  
(Name)

STATEMENT OF CHANGES IN FINANCIAL INTERESTS

In accordance with the requirements of section 710 (b) (6) of the Defense Production Act of 1950, as amended, and Executive Order 10647 of November 28, 1955, the following changes have taken place in my financial interests during the past six months:

(1)

(2)

(3)

(4)

This statement is made as of \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

UNITED STATES  
DEPARTMENT OF THE INTERIOR

PETROLEUM AND GAS UNIT  
OF THE  
NATIONAL DEFENSE EXECUTIVE RESERVE

Statement of Understanding

As a member of the Department of the Interior's Petroleum and Gas Unit of the National Defense Executive Reserve designated pursuant to the provisions of Section 710(e) of the Defense Production Act of 1950, as amended and Executive Order 11179 of September 22, 1964

1 I will participate in the prescribed course of training, which may include readiness exercises I understand that I will be expected to devote about ten days annually to such participation on request of the Director of the Office of Oil and Gas, Department of the Interior

2 In event of a national emergency, I shall be available immediately for full-time employment in the Emergency Petroleum and Gas Administration of the Department of the Interior which will be responsible for petroleum and gas mobilization, subject only to unforeseen and overriding reasons to prevent such employment

3 I shall notify immediately the Director of the Office of Oil and Gas, Department of the Interior, Washington, D C 20240 of any changes in my employment or personal status making it improbable that I would be available for full-time Government service in event of a national emergency I will also keep the Director, Office of Oil and Gas, informed of changes such as change in title, position, business address, home address

4 I understand that my service as a Member of the Petroleum and Gas Executive Reserve Unit is without compensation, and I agree to make no claim against the Government for compensation on account of services performed as an Executive Reservist in the Department of the Interior's Petroleum and Gas Unit of the National Defense Executive Reserve

5 I understand that this designation as a member of the National Defense Executive Reserve is for a period of three years; that redesignation for continued membership will be required at the expiration of each three-year term; and that such redesignation will be subject to my consent and that of my employer

My employer concurs in the commitments made herein, and signifies his approval by affixing his signature, title and affiliation to this statement of understanding

Employer \_\_\_\_\_  
(Signed)

Executive Reservist \_\_\_\_\_  
(Signed)

Title \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

Form DI-213  
-66  
Rev. 1

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**CONFIDENTIAL STATEMENT OF EMPLOYMENT AND FINANCIAL INTERESTS**  
(FOR USE BY SPECIAL GOVERNMENT EMPLOYEES)

**PART I - TO BE COMPLETED BY AGENCY**

1. Name (last, first, initial)	2. Birth Date (month, day, year)	
3. Bureau and Office Organizational Segment	4. PERIOD OF APPOINTMENT (this Agency)	
	FROM	TO

**PART II - TO BE COMPLETED BY APPOINTEE**

1. a. Number of days already worked during a consecutive 365-day period

(1) with this Department . . . . .

(2) with other Federal agencies . . . . .

b. Estimated remaining number of days expected to work during the consecutive 365-day period

(1) with this Department . . . . .

(2) with other Federal agencies . . . . .

c. TOTAL . . . . .

2. FEDERAL GOVERNMENT EMPLOYMENT - List all other Federal agencies in which you are presently employed. (If none, write "none.")

AGENCY AND LOCATION	TITLE OR KIND OF POSITION	APPOINTMENT PERIOD	
		FROM	TO

3. NON-FEDERAL EMPLOYMENT - Name all corporations, companies, firms, State or local Government organizations, research organizations, and educational or other institutions in which you are serving as employee, officer, member, owner, trustee, director, expert, adviser, or consultant, with or without compensation. (If none, write "none.")

NAME AND KIND OF ORGANIZATION (e.g., manufacturing, research, insurance)	LOCATION (City, State)	TITLE OR KIND OF POSITION

4. FINANCIAL INTERESTS - List the names of all corporations, companies, firms, or other business enterprises, partnerships, nonprofit organizations, and educational, or other institutions in which you have any financial interest through the ownership of stock, stock options, bonds, securities, or other arrangements including trusts. (If none, write "none.")

Information to be listed does not require a showing of amount of financial interest or value of real property. Interest, if any, of a spouse, minor child, or other member of your immediate household shall be reported in this statement as your interest. Member of your immediate household includes only those blood relations who are full-time residents of your household.

ORGANIZATION		NATURE OF INTEREST AND IN WHOSE NAME HELD
NAME	KIND (manufacturing, storage, public utilities, etc.)	

If additional space is required, use reverse side

CERTIFY that the statements I have made are true, complete, and correct to the best of my knowledge and belief. I UNDERTAKE that if, during the period of my appointment, I undertake a new employment, I must promptly file an amended statement, and must also report any new financial interests acquired during this period.

(Date)

7/19/71 (Release No. FPM 141)  
Replaces (379 DM 6)

(Signature)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 3.12 (Cont.)

Government employees for the purposes of the conflict of interest statutes. If a person designated as an Executive Reservist is to act in any other capacity within the Department, he shall be appointed under appropriate authority. The degree to which the conflict of interest statutes will apply to such an employee will depend upon whether he is a Special Government employee or a regular Government employee as defined in 76 Stat. 1119.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

I-655  
(May 1956)

DEPARTMENT OF THE INTERIOR  
Office of the Secretary  
Washington, D. C.

Office of the Federal Register  
Washington, D. C. 20408

Gentlemen:

Pursuant to section 302(a) of Executive Order 10647, the following information on a WOC appointee in the Department of the Interior is furnished for publication in the Federal Register:

NAME OF APPOINTEE:

NAME OF EMPLOYING AGENCY:

THE TITLE OF THE APPOINTEE'S POSITION:

THE NAME OF THE APPOINTEE'S PRIVATE EMPLOYER OR EMPLOYERS:

The statement of "financial interests" for the above appointee is enclosed.

---

Secretary of the Interior

Enclosure

7/19/71, (Release No. FPM 141)  
Replaces (379 DM 6)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910. 3.7B (Cont.)

(b) Copy of the Statement of Understanding, signed by the designee;

(c) CSC Form 518 with Part I, completed for the signature of the Personnel Officer.

(4) The Personnel Officer, Office of Management Operations, forwards the completed CSC Form 518 to the Central Office of the Commission.

.8 Change in Status.

A. A member of the Interior Executive Reserve will no longer be eligible to serve when his employment or personal status changes in a manner that makes it unlikely that he would be available for full-time Government service in event of national emergency.

B. Changes occurring in an Executive Reservist's status, such as changes in employment or address, withdrawal or termination, shall be reported on the appropriate section of CSC 518 and submitted to the Personnel Officer, Division of Personnel Services, Office of Management Operations. A change of employment to a different company, agency, etc., shall require execution of another Statement of Understanding.

.9 Identification. At the time of designation, Reservists shall be issued an official identification card (SF 138, Rev. 6/62, CD Reg. 231) by the designating bureau or office.

.10 Transfer. A Reservist may be transferred from one Executive Reserve Unit to another if the agencies concerned have jointly determined that such action is in the best interests of the Federal Government and if the individual Reservist concurs in the transfer. The transferring agency shall notify the Commission of the action on CSC Form 518.

.11 Redesignation. Executive Reservists whose terms expire may be redesignated for additional periods. The following procedures shall be observed.

A. Obtain approval of the redesignation from the Director of OEP on Form OEP 127, Request for Approval of Candidate for Designation. (In cases involving large numbers, other procedures may be negotiated with OEP.) Form OEP 127 may be obtained from the Division of Personnel, Office of Management Operations.

B. The designation procedures outlined in 370 DM 910, 3.6A and 3.7B should be observed.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)



I-656 (Revised)

## Memorandum For The Files

Subject: Certification of appointment on part-time or intermittent basis on a Without Compensation Basis under Section 710(b) of the Defense Production Act of 1950, as amended, and Sec. 301(a) of Executive Order 10647.

<u>Name</u>	<u>Title of Position</u>	<u>Area</u>	<u>Position in Private Industry</u>
-------------	--------------------------	-------------	---

Certification is hereby made that:

1. The appointment is necessary and appropriate to carry out the provisions of the Defense Production Act;
2. The duties of the position to which the appointment is being made require outstanding experience and ability;
3. The appointee has the outstanding experience and ability required by the position;
4. The duties of this position do not require the services of a person on a full time salaried basis.

---

Secretary of the Interior

7/19/71 (Release No. FPM 141)  
Replaces (379 DM 6)

**Department of the Interior  
DEPARTMENTAL MANUAL**

**Personnel**

**Part 370 - DM Addition to FPM**

**Chapter 910 Mobilization Readiness**

**370 DM 910, 3.4**

D. Executive Reservists shall be designated as members of the Interior Executive Reserve Unit for a period not to exceed three (3) years. Members may be redesignated for additional periods upon the approval of the Office of Emergency Planning.

E. State and local officials having emergency responsibilities because of their position shall not be considered for membership.

F. Persons with overriding military obligations shall not be eligible for designation as members of the Interior Executive Reserve.

G. Persons serving as members of a National Defense Executive Reserve in any other Government agency are not eligible for designation as members of the Interior Executive Reserve.

.5 Security Clearance. A person shall not be nominated for designation as a member of the Interior Executive Reserve until an appropriate security clearance has been obtained.

.6 Forms to be Completed by Nominees. Each non-Federal employee nominated and willing to serve as a member of the Interior Executive Reserve shall execute the following:

A. Statement of Understanding. Each candidate shall submit to the bureau or office to which he will be assigned a statement of understanding (see Illustration No. 1), expressing:

(1) His willingness to attend scheduled training meetings, including the testing of mobilization plans and programs;

(2) His immediate availability for assignment in the event of a national emergency, barring unforeseen and overriding reasons to the contrary;

(3) The concurrence of his employer, or in the case of a Government employee, of a responsible official of his agency;

(4) His intent to notify the bureau or office when his employment or personal status changes so as to make unlikely his availability for full-time service in the event of national emergency; and

(5) His understanding that the designation is for a period of three years; that redesignation for continued membership will be required at the expiration of each three year period; and that such redesignation will be subject to his consent and that of his employer.

I-657  
(May 1956)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
Office of the Secretary

MEMORANDUM FOR THE FILES

Subject: Certification of Appointment on a Without Compensation Basis  
under Section 710(b) of the Defense Production Act of 1950,  
as amended, and Sec. 301(a) of Executive Order 10647

<u>Name</u>	<u>Title of Position</u>	<u>Area</u>	<u>Position in Private Industry</u>
-------------	--------------------------	-------------	---

Certification is hereby made that:

1. The appointment is necessary and appropriate to carry out the provisions of the Defense Production Act;
2. The duties of the position to which the appointment is being made require outstanding experience and ability;
3. The appointee has the outstanding experience and ability required by the position;
4. I have been unable to obtain a person with the qualifications necessary for the position on a full-time basis at Government salary.

---

Secretary of the Interior

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 3.1

Subchapter 3. The National Defense Executive Reserve.

.1 The Department's Executive Reserve Unit. In accordance with the provisions of E.O. No. 11179 (See FPM Suppl. 990-1, Book II), Office of Emergency Planning Defense Mobilization Order 9700.1, and Section 710 (e) of the Defense Production Act of 1950, as amended, a National Defense Executive Reserve of the Department has been established.

.2 Responsibilities of the Office of the Assistant Secretary for Administration

A. The Assistant Secretary for Administration is responsible for overall direction and coordination of the Interior Executive Reserve program.

B. The Assistant Secretary for Administration, or his designated representative, shall serve as the Interior representative on the Interagency Committee on the National Defense Executive Reserve and represents the Department on Reserve problems with other Government agencies, such as the Civil Service Commission, Bureau of the Budget, etc.

.3 Responsibilities of Bureaus and Offices.

A. The bureaus and offices of the Department for which Executive Reserve units may be created are those which have been assigned functions relating to defense mobilization planning and civil defense emergency operations. These bureaus and offices may establish separate units of the Interior Executive Reserve and may nominate candidates for designation by the Secretary to the Interior Executive Reserve. Candidates so nominated must be limited to those executives for whom, in accordance with OEP Defense Mobilization Order No. 9700.1, there is a demonstrable need in essential mobilization functions.

B. Each bureau or office of the Department shall, subject to the overall direction of the Assistant Secretary for Administration, be responsible for:

(1) Determining the number of Executive Reservists needed to meet its mobilization requirements.

(2) Selecting, recruiting, and training its Reservists.

(3) General direction and supervision of its unit of the Interior Executive Reserve.

(4) Avoidance of excessive demands on a single employer for personnel to serve as members of the Interior Executive Reserve.

**Department of the Interior  
DEPARTMENTAL MANUAL**

**Personnel**

**Part 370 - DM Addition to FPM**

**Chapter 910 Mobilization Readiness**

**370 DM 910, Appendix A**

**Appendix A. Procedures for Reporting Executive Reserve Contacts,  
Designations and Terminations.**

.1 Submission of Reports to Commission. The Civil Service Commission Central Office, Washington, D. C., 20415, shall be advised as to all Executive Reserve contacts, designations and terminations by the Personnel Officer, Division of Personnel Services, Office of Management Operations. CSC Form 518, National Defense Executive Reserve Personnel Report, shall be used for this purpose.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 2.1

Subchapter 2. National Emergency Standby Recruitment.

.1 Obtaining Employee's and Present Employer's Concurrence. Letters explaining the Executive Reserve Program and inquiring as to the employee's availability for such service shall be sent by the bureau or office to the individual and his employer prior to the designation of such individuals as members of the National Defense Executive Reserve of the Department.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, Appendix C

Appendix C. Checklist for Agency Mobilization  
Planning in the Personnel Field

.1 Manpower Planning. The Department's requirements relative to mobilization planning in the personnel field are contained in 370 DM Supplement 990-3. The Commission Checklist for Agency Mobilization Planning in the Personnel Field may be utilized for evaluating progress in the development of emergency operations readiness.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

Section 4. Cooperation with Department of Defense. In consonance with national civil defense plans, programs and operations of the Department of Defense, under Executive Order No. 10952, the Secretary shall:

(a) Facilities protection. Provide industry protection guidance material adapted to needs of industries concerned with assigned products, and promote a national program to stimulate disaster preparedness and control in order to minimize the effects of overt or covert attack and maintain continuity of production and capacity to serve essential users in an emergency. Guidance shall include but not be limited to: organizing and training facility personnel, personnel shelters, evacuation plans, records protection, continuity of management, emergency repair, deconcentration or dispersal of facilities, and mutual aid associations for emergency.

(b) Chemical, biological and radiological warfare. Provide for the detection, identification, monitoring and reporting of chemical, biological and radiological agents at selected facilities operated or controlled by the Department of the Interior.

(c) Damage assessment. Maintain a capability to assess the effects of attack on assigned products, producing facilities, and departmental installations both at national and field levels, and provide data to the Department of Defense.

Section 5. Research. Within the framework of Federal research objectives, the Secretary shall supervise or conduct research directly concerned with carrying out emergency preparedness responsibilities, designate representatives for necessary ad hoc or task force groups, and provide advice and assistance to other agencies in planning for research in areas involving the Department's interest.

Section 6. Functional Guidance. The Secretary, in carrying out the functions assigned in this order, shall be guided by the following:

(a) Interagency cooperation. The Secretary shall assume the initiative in developing joint plans for the coordination of emergency fuel, energy, and assigned mineral programs of those departments and agencies which have the responsibility for any segment of such activities. He shall utilize to the maximum those capabilities of other agencies qualified to perform or assist in the performance of assigned functions by contractual or other agreements.

(b) Presidential coordination. The Director of the Office of Emergency Planning shall advise and assist the President in determining policy for, and assist him in coordinating the performance of functions under this order with the total national preparedness program.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 28)



**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, Appendix D. 1

Appendix D. Recruitment and Appointment Procedures and Requirements in Obtaining Personnel to Staff Positions Under Authority of Subsections 710(b) and 710(c) of the Defense Production Act, as Amended.

.1 Recruitment. The head of a bureau or an office recruiting for personnel to carry out the functions of the DPA shall contact the person whose services are desired, and his employer when appropriate, outlining in detail the conditions of employment, the duties and responsibilities of the DPA function the candidate will be expected to assume, and inquiring as to the availability of his services. The prospective appointee shall be informed that the following regulatory requirements are applicable to a person who accepts employment.

A. Authority to Appoint. The Secretary only, is authorized to appoint personnel to perform DPA functions in the Department. The contact and discussion of employment by Department officials other than the Secretary may not be considered a commitment to employ. The effective date of an appointment may not be set and the payment of travel or per diem expenses of a candidate may not be authorized prior to the Secretary's certification to the appointment of a candidate.

B. Security Clearance. A prospective appointee is subject to a preemployment security clearance.

C. Political Activity. An appointee is restricted by the provisions of the Hatch Act from participating in political activity during periods of active duty status as a DPA employee. This is applicable to the entire 24 hours of any day of active employment.

D. Conflict of Interest. Personnel appointed under the authority of the DPA are subject to the conflict of interest statutes which govern ethical and other conduct and responsibilities of Federal Government employees. Defense Production Act employees are required to report personal employment and financial interests to the Department. Under the provisions of the Act it is required that the employment and financial holdings of an employee be published in the Federal Register when appointed to serve on a without compensation basis.

E. Waiver of Compensation. Personnel appointed as WOC employees are required to sign a waiver of any claim for compensation against the Government for services performed.

F. Appointment Affidavit. An appointee is required to execute an oath of office, SF-61, Appointment Affidavit, in which he swears to, or affirms, that he meets certain standards over and above the requirement that he is capable of performing the duties of the position.

Executive Order 10997

ASSIGNING EMERGENCY PREPAREDNESS FUNCTIONS TO THE  
SECRETARY OF THE INTERIOR

By virtue of the authority vested in me as President of the United States, including authority vested in me by Reorganization Plan No. 1 of 1958 (72 Stat. 1799), it is hereby ordered as follows:

Section 1. Scope. The Secretary of the Interior (hereinafter referred to as the Secretary) shall prepare national emergency plans and develop preparedness programs covering (1) electric power; (2) petroleum and gas; (3) solid fuels; and (4) minerals. These plans and programs shall be designed to provide a state of readiness in these resource areas with respect to all conditions of national emergency, including attack upon the United States.

Section 2. Definitions. As used in this order:

(a) The term "electric power" means all forms of electric power and energy, including the generation, transmission, distribution, and utilization thereof.

(b) The term "petroleum" means crude oil and synthetic liquid fuel, their products, and associated hydrocarbons, including pipelines for their movement and facilities specially designed for their storage.

(c) The term "gas" means natural gas (including helium) and manufactured gas, including pipelines for the movement and facilities specially designed for their storage.

(d) The term "solid fuels" means all forms of anthracite, bituminous, subbituminous, and lignitic coals, coke, and coal chemicals produced in the coke making process.

(e) The term "minerals" means all raw materials of mineral origin (except petroleum, gas, solid fuels, and source materials as defined in the Atomic Energy Act of 1954, as amended) obtained by mining and like operations and processed through the stages specified and at the facilities designated in an agreement between the Secretary of the Interior and the Secretary of Commerce as being within the emergency preparedness responsibilities of the Secretary of the Interior.

Section 3. Resource Functions. With respect to the resources defined above, the Secretary shall:

(a) Priorities and allocations. Develop systems for the emergency application of priorities and allocations to the production and distribution of assigned resources.

9/29/67 (Release No. FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, Appendix D.3

.3 Other Forms to Support Recommendation of Appointment. In addition to the forms which require the Secretary's signature, the following completed forms shall be submitted to the personnel office before an appointment is effected.

A. SF-52, Request for Personnel Action, providing information concerning the duties of the assignment, payment of transportation expenses and per diem in lieu of subsistence, and the work week of the employee when appropriate.

B. SF-171, Personal Qualifications Statement of Appointee.

C. SF-85 or SF-86, Security Investigation Data.

D. SF-87, Fingerprint Chart of appointee.

E. Form I-650, Waiver of compensation when appointee is to serve as a WOC employee. (See Exhibit 1 of 370 DM 910.5 for sample of form)

.4 Documents Furnished Appointee. In addition to the designated Civil Service Commission forms and documents issued to all Federal Government appointees, the following shall be provided an employee appointed under the DPA.

A. Departmental Booklet, Part 370 DM 735, Regulations Governing Responsibilities and Conduct of Employees in the Department of the Interior.

B. Form I-651, Memorandum to WOC employee advising of the statutory restrictions against an appointee establishing Departmental policies while serving as a DPA employee. (See Exhibit 2 of 370 DM 910.5 for sample of the form memorandum)

C. Other official documents concerning the employee's appointment and other official information when requested by an appointee for his employer, if the release of such information is appropriate.

**Department of the Interior  
DEPARTMENTAL MANUAL**

Personnel

Part 370 - DM Addition to FPM

Chapter 910 Mobilization Readiness

370 DM 910, 1.1

Subchapter 1. General Provisions.

.1 Authority for Preparedness Functions. E.O. 10997 dated February 16, 1962, (See Exhibit 1) delegates to the Secretary of the Interior authority to develop national emergency plans and preparedness programs for (1) electric power; (2) petroleum and gas; (3) solid fuels; and (4) minerals.

.2 Mobilization Policies. The Departmental national emergency standby personnel policies and procedures are contained in 370 DM Addition to FPM SUPPLEMENT 990-3.

9/29/67 (Release FPM 104)  
Replaces 4/23/64 (Release No. FPM 23)